Assigning Person Class to Providers

What is this and why are we doing it?

Effective October 1, 1996, VHA facilities are required to report each ambulatory encounter and/or ancillary service. Provider, procedure and diagnosis information is included in the minimum data set reported to the National Patient Care Data Base (NPCDB). The provider information reported is the "Person Class" defined for all providers associated with ambulatory care delivery.

To comply with this requirement, all VAMC providers must be assigned a Profession/Occupation code (Person Class) so that a Person Class can be associated with each ambulatory patient encounter by October 1.

Patch XU*8*27 has been developed to provide functionality that will enable you to assign Person Class information.

This document is divided into two sections:

- User Information:
  (How to enter Person Class data for your providers)

- Technical Information for IRM

User Information

4 Easy Steps

This patch enables you to enter Person Class data for your providers in four easy steps.

For detailed descriptions of each step below, see the pages that follow.

| 1 | Identify all providers currently associated with the clinics (physicians, nurses, psychologists, social workers, etc.) for whom you need to enter Person Class information. |

| 2 | Assign the appropriate Person Class to each provider associated with the clinics. |

| 3 | Enter the Person Class using the User PC Build Edit option for the initial assigning of Person Class information for all providers. |

| 4 | Once the initial data entry is complete and Person Class data has been entered for your providers, you can edit this data for any individual as needed in the future. |

Detailed Implementation Steps

The following sections describe in detail the four numbered steps you need to follow.

1	Identify all providers currently associated with the clinics (physicians, nurses, psychologists, social workers, etc.) for whom you need to enter Person Class information.

- This is a task that will probably be done only once. It is only needed for the printout of a worksheet to record information on paper for faster data entry later.

- Use the "User PC Build Print" option on your secondary menu to print a list of providers who need to have the Person Class data entered. This option can be assigned to any user. The list includes individuals in the NEW PERSON file who have been assigned the Provider key and who have a current Verify Code (i.e., they must both be a Provider and be active on the system). The printout will show the PROVIDER CLASS and PROVIDER TYPE for each individual listed.

EXAMPLE:

If you print to your screen, you will see something similar to this:

```
User PC build Print
  * Previous selection: NAME from aa to zz
  START WITH NAME: FIRST// AA
  GO TO NAME: LAST// ZZ
DEVICE:   Telnet terminal

NEW PERSON PROVIDER LIST                      JUL 25,1996  15:37    PAGE 1
                                                                    PROVIDER
NAME                              PROVIDER CLASS                    TYPE
------------------------------------------------------------------------------
--

FORD,WALTER                            STUDENT                      FEE
BASIS
```

2	Assign the appropriate Person Class to each provider associated with the clinics.

- Print the Person Class file using FileMan print (Print File Entries option) so that you have the classifications and codes. Like step 1, this, too, is a one-time task.

EXAMPLE:

```
VA FileMan 21.0


Select OPTION: PRINT FILE ENTRIES

OUTPUT FROM WHAT FILE: PERSON CLASS//
SORT BY: OCCUPATION (HCFA)//    OCCUPATION (HCFA);S2;C1
START WITH OCCUPATION (HCFA): FIRST//    <RETURN>
  WITHIN OCCUPATION (HCFA), SORT BY:        <RETURN>
FIRST PRINT FIELD:    NUMBER//
THEN PRINT FIELD:    SPECIALTY (HCFA);W23;"SPECIALTY"
THEN PRINT FIELD:    SUBSPECIALTY (HCFA);W23;"SUBspecialty"
THEN PRINT FIELD:    VA CODE//
THEN PRINT FIELD:    STATUS;L8//
THEN PRINT FIELD:    <RETURN>

  *************************
Heading (S/C): PERSON CLASS LIST//
STORE PRINT LOGIC IN TEMPLATE:
DEVICE:  ;[Your printer]
```

Although your full report will be much longer, it will look like this:

REPORT SAMPLE:

```
PERSON CLASS LIST                          JUL 26,1996  16:04    PAGE 1
  NUMBER  SPECIALTY                   SUBspecialty          VA code  Status
--------------------------------------------------------------------------


OCCUPATION (HCFA): Behavioral Health and Social S
      349                                                  V010000  Active
      350  Psychologist                                    V010400  Active
      351  Psychologist               Behavioral           V010401  Active
                                      Psychologist
      352  Psychologist               Clinical Psychologist V010403  Active
      353  Psychologist               Clinical             V010402  Active
                                      Neuropsychologist
      354  Psychologist               Counseling           V010404  Active
                                      Psychologist
.
.
.
OCCUPATION (HCFA): Chiropractor
      194                                                  V020000  Active
      195  Internist                                       V020100  Active
      196  Neurology                                       V020200  Active
      197  Nutrition                                       V020300  Active
      198  Occupational Health                             V020400  Active
      199  Orthopedics                                     V020500  Active
      200  Radiology                                       V020600  Active
      201  Sports Physicians                               V020700  Active
      202  Thermography                                    V020800  Active


OCCUPATION (HCFA): Dental Services
      206                                                  V030000  Active
      207  Dental Assistant                                V030100  Active
.
.
.
.
.
```

To print only the 15 top level Profession/Occupation codes:

```
VA FileMan 21.0


Select OPTION: PRINT FILE ENTRIES

OUTPUT FROM WHAT FILE: PERSON CLASS//
SORT BY: OCCUPATION (HCFA)//    OCCUPATION (HCFA);
FIRST PRINT FIELD:  OCCUPATION (HCFA)//
THEN PRINT FIELD:  <RETURN>

   *************************
Heading (S/C): PERSON CLASS LIST//
DEVICE:  ;[Your printer]
```

3	Enter the Person Class by using the User PC Build Edit option for the initial assigning of Person Class information for all providers.

- The data input task is a simple one and can be assigned to anyone who will perform this task. This is a Rapid Data Entry option.

- There is a three-level hierarchy of Provider Codes: Profession/ Occupation code, Specialty, and Subspecialty. All providers must be assigned a Profession/Occupation code. Specialty and Subspecialty are optional. Thus, you may choose to enter only the top-level of the three-level hierarchy of codes.   There are 15 top-level Profession/Occupation categories. To print only these 15 top level codes, see step 2.

- This function allows only one active provider type during any one period of time.

- You do not have to enter a Person Class code for inactive providers.

- If the Enter on Duty Date is known, it should be entered in the Effective Date field. If the Enter on Duty Date is not known and the individual has been at the facility at least a year, we suggest that you use the date 10/1/95.

- When you add a new Person Class entry to a provider who already has one defined, it is not necessary to enter the expiration date of the previous Person Class. The program automatically inserts the effective date of the new Person Class as the previous Expiration date.

EXAMPLE:

Select User PC Build Edit on your secondary menu and enter the name of the individual for whom you want to add or edit Person Class.

```
User PC Build Edit

Select NEW PERSON NAME:   WODEHOUSE,PHILLIP .          PG
Select Person Class:< RETURN>
```

If you enter a question mark, the screen shows this help message:

```
Select Person Class:   ?
 Answer with PERSON CLASS Person Class
     You may enter a new PERSON CLASS, if you wish
     Don't allow Inactive entries to be selected.
 Answer with PERSON CLASS NUMBER, or OCCUPATION (HCFA), or
     Specialty (HCFA), or Subspecialty (HCFA)
 Do you want the entire PERSON CLASS List?
```

If you say Y(es) to the prompt "Do you want the entire PERSON CLASS List?," the program will display all 511 Person Class categories.

```
1               Physicians (M.D.) and Osteopaths (D.O.)
   2                Physicians (M.D.) and Osteopaths (D.O.)
                     Addiction Medicine
   3                Physicians (M.D.) and Osteopaths (D.O.)
                     Allergy and Immunology
   4                Physicians (M.D.) and Osteopaths (D.O.)
                     Allergy and Immunology
                          Clinical and Laboratory
   5                Physicians (M.D.) and Osteopaths (D.O.)
                     Allergy
.
.
.
508             Other Services
                     Personal Care Attendant
   509             Other Services
                     Phlebotomist (non-nurse)
   510             Other Services
                     Other (as specified)
   511             Respiratory, Rehabilitative and Restorative Services
                     Respiratory Care Practitioner

Select Person Class:
```

The easiest way to do data entry is to enter the number of the Person Class category:

```
 Select Person Class:

Select NEW PERSON NAME:   wodehouse,PHILLIP G.          PW
Select Person Class:    `8  Physicians (M.D.) and Osteopaths (D.O.)
                   Anesthesiology
                        Pain Management
  Are you adding 'Physicians (M.D.) and Osteopaths (D.O.)' as
    a new PERSON CLASS (the 1ST for this NEW PERSON)?     y  (Yes)
  Effective Date: JUL 25,1996// <RETURN>
  Expiration Date: <RETURN>
```

4 Once the initial data entry is complete and Person Class data has been entered for your providers, you can edit this data for any individual as needed in the future.

- Three option choices to edit Person Class data:

    - Person Class Edit option
    - User PC Build Edit option, as in step 3 above
    - Edit Existing User option on the User Management Menu

- We recommend: the **Person Class Edit** option:
  Once the Person Class has been entered for any provider, you can enter an additional or new Person Class by using the Person Class Edit option.

- Previous entries should remain on file for history. You cannot delete or replace old entries. That is, you cannot modify the Person Class field itself; you may, however, change the Effective or Expired Date.

- When you add a new entry to a provider who already has a Person Class entered, it is not necessary to enter the Expired Date for the previous Person Class. The program automatically inserts the Effective Date of the new Person Class as the Expired Date of the previous Person Class.

EXAMPLE:

Select the Person Class Edit option from your menu and you will see the prompt: Select NEW PERSON NAME: Enter the name of the provider whose Person Class data you wish to edit:

```
Select NEW PERSON NAME:  Wodehouse,Phillip
```

You next see the Edit of Person Class screen.

```
                              Edit of Person Class
NAME:  WODEHOUSE,PHILLIP G            PG
_____
_


Person Class                                  Effective     Expired
 Technologists, Technicians & Other Techn         JUL 25,1996   JUL 29,1996
 Emergency Medical Services                    JUL 29,1996




 




_____
_
Technologists, Technicians & Other Technical Services
  Clinical Pathology
    Clinical Chemistry Technologist


                                       Press <PF1>H for help    Insert
```

Select the Person Class data line you wish to edit and that line is highlighted in the middle of the screen and that text appears at the bottom of the screen. If you want to add a new Person Class, tab to the first blank Person Class line and type the name or the number of the specialty. The message at the bottom of the screen asks:

```
NAME: WODEHOUSE,PHILLIP G.
_____
_


Person Class                                      Effective    Expired
 Technologists, Technicians & Other Techn         JUL 25,1996  JUL 29,1996
 Emergency Medical Services                       JUL 31,1996  AUG 1,1996
 509




_____
_
  Other Services
                    Phlebotomist (non-nurse)
   Are you adding 'Other Services' as a new PERSON CLASS (the 3RD for this NEW
P
ERSON)?
```

If you answer Y(es), the screen will show that specialty under Person Class and will insert today's date in the Effective Date field and in the Expiration Date of the Person Class in the line above.

Deactivate/Reactivate a User

IRM has options to deactivate and reactivate a user on the system, used when a provider leaves or returns to a VA site. For example, when someone, such as a medical student, rotates out, they are deactivated.

The Reactivate option on the User Management menu, , gives the IRM staff the opportunity to edit a provider's Person Class information. If the provider rotate in again, their Person Class information can be updated when they are reactivated.

Technical Information for IRM

PERSON CLASS File Patch XU*8*27

Description:

- Creates a new file, PERSON CLASS (8932.1,) which contains the HCFA National Provider System Taxonomy of Professions/Occupations. This is a static file and not expected to grow appreciably in the near future.

  NOTE: The file PERSON CLASS *is in global ^USC. This may be a NEW global for most sites. Please be sure to place this global and add it to your translation tables.*

- Adds a PERSON CLASS field to the NEW PERSON file. This multiple includes the following fields: NUMBER (.001), PERSON CLASS (.01), EFFECTIVE DATE (2), EXPIRATION DATE (3).

- Adds the PERSON CLASS field to the following options: XUSEREDIT, (Edit an Existing User); XUSERNEW, (Add a New User to the System); and XUSERREACT (Reactivate a User).

- Adds three new menu options:

  - **Person Class Edit, (XU-PERSON CLASS EDIT)**, to the User Management menu. This option only allows entry of Person Class data and can be given to any user who needs to edit this data.

  - **User PC Build Print, (XUSER PC BUILD),** to print the entries of the individuals in the NEW PERSON file who hold the Provider key AND have a Verify Code. It prints these fields: NAME, PERSON CLASS (free text), and PROVIDER TYPE (set of codes). The last two fields may contain data only at sites that have implemented Decision Support System (DSS). This option is not attached to a menu but may be added to the secondary menu of any user who will be working on this project and then removed when the project is complete.

    User PC Build Edit, (XUSER PC BUILD EDIT), a roll and scroll function that allows rapid data entry of Person Class data. This option is not attached to a menu but may be added to the secondary menu of a user who will be performing data entry and then removed when the project is complete.

Installation

Install using instructions on the patch.

HCFA/Provider codes

The official HCFA codes are in a three-level hierarchy: occupation/profession, specialty, and subspecialty. The top level (occupation/profession) has 15 entries.

A new file has been created which contains the HCFA taxonomy that reflects provider type (file #8932.1, PERSON CLASS). It contains: OCCUPATION, SPECIALTY, SUBSPECIALTY, STATUS, and VA CODE.

A new multiple has been added to the NEW PERSON file (#200) which contains entries that reflect the assignment of HCFA taxonomy to providers. Each entry contains three data elements: Pointer to PERSON CLASS file, Date the code took effect, and Date the code ceased/expired/was replaced.

Entry of a new person in the NEW PERSON file will ask for input of the aforementioned multiple, the current occupation/profession. Entering a history is optional.

New API

XU*8*27 exports a new Application Programming Interface (API) to accept a DUZ (entry number in the NEW PERSON file) and a date. The data returned will be: HCFA code, profession, specialty, and subspecialty (as drawn from the entry in the NEW PERSON file). If no code is recorded for that provider, the value -1 is returned. Returns -2 if there is no active Person Class on that date.

Deactivate/Reactivate a User

The Reactivate option on the User Management menu, used when a provider returns to a VA site (e.g., a medical student), gives the IRM staff the opportunity to edit the Person Class information. For example, when someone, such as a medical student, rotates out, they are deactivated. If they rotate in again, their Person Class information can be updated when they are reactivated.

Supported References

$$GET^XUA4A72(duz[, date])

Returns the 'IEN^Profession^Specialty^Sub-specialty^Effect date^Expired date^VA code' for the person identified by the DUZ in effect on the date passed in, in internal FileMan format, (TODAY if no date passed in). Returns -1 if DUZ doesn't point to a valid user or user has never had a Person Class assigned. Returns -2 if no active Person Class on that date.

$$IEN2CODE^XUA4A72(ien)

Returns the VA CODE from the PERSON CLASS file that corresponds to the IEN number passed in. If the IEN passed in does not match a valid entry in file 8932.1, an empty string is returned.

IRM Edits of Person Class

If an IRM staff member is to edit the Person Class data, they should use the Edit an Existing User option on the User Management menu. Person Class data is on the third screen.

```
NAME: MAUPIN,MICHAEL                                      Page 3 of 3
_____
_
PROHIBITED TIMES FOR SIGN-ON:

          PHONE:                        OFFICE PHONE:
COMMERCIAL PHONE:                         FAX NUMBER:
     VOICE PAGER:                       DIGITAL PAGER:

        LANGUAGE:

 Person Class                                 Effective    Expired
Physicians (M.D.) and Osteopaths (D.O.)       JUL 25,1996




_____
_



COMMAND:                               Press <PF1>H for help   Insert
```

ACROBAT READER TIPS

Viewing a PDF Document in the Acrobat Reader

When you open this guide, you will see:

- the first page of the documentation
- a narrow bookmark area to the left (Table of Contents)
- a toolbar at the top and a status bar at the bottom

Moving around

Click on the subject you want in the Table of Contents in the narrow left-hand area (bookmarks). You will jump to that section of the document.

Other ways to move around the document:

- Move the vertical **slider bar** on the right side of the screen. You will see the page numbers change so that you know where you are.

- Click the **Next Page** (>) and **Previous Page** (<) buttons (the left and right pointing triangles) in the toolbar above the document or the **First Page** (|<) and **Last Page** (>|) buttons or **Forward** (>>) or **Back** (<<).

Finding and Copying

You can **find** text in the document using the FIND feature (in the TOOLS menu). You can **select** text from a PDF document using the SELECT TEXT option (on the TOOLS menu). You can then **copy** the selected text to the clipboard with the COPY command (on the EDIT menu) and paste the text into other applications.

Printing

Choose FILE from the menu bar and click PRINT.

Adjusting your view

- Click on the zoom setting in the status bar at the bottom of your screen (especially handy for graphics)

- Click on one of the page views in the top toolbar (the picture of a page with the corner turned down)